Procedure for Access to Coursework, Testing, and Records

Records:

- Current students may request a copy of their unofficial transcript, verification of enrollment, or any other documentation provided for admission by contacting the Registrar.
- Release and delivery of documents are within 3 business days unless otherwise specified. In this case, the student will be notified of the delay.

Coursework and Testing:

- Current-year students can access their test scores and coursework through our various LMS. (e.g., Canvas, CIMA, & Navigate).
    - *Each student has a unique login and password for security.*
- Other coursework, projects, and tests that are given in a hardcopy form will be reviewed with the student and instructor once it is graded. Should the student request a copy after review, it will be provided for them.
- The original documents will be housed in an appropriate location (ex: server storage for digital assessments, filing cabinets for hardcopy work)

Reviewed by Administration, September 20, 2022. No updates.
Reviewed by Administration, September 14, 2023. No updates
Reviewed by Administration, September 30, 2024. Updated timeline “3 business days” and “...housed in an appropriate location (ex: server storage for digital assessments, filing cabinets for hardcopy work”)
Reviewed: September 19, 2025, by TCR Administration. No updates
Reviewed: June 12, 2026, by TCR Administration. No updates